

Board and Committee Liaison Responsibilities

1. The Committee Liaison shall, at the first meeting of the Committee, review City Code Section 2-22. In addition, a monthly meeting calendar must be established and approved by the committee members.
2. The Liaison should contact the Office of the City Attorney to arrange for an Ethics/Sunshine Law briefing for the Liaison before their first meeting or as soon thereafter as possible. As often as deemed necessary by the Liaison, the Liaison should contact the Office of the City Attorney to arrange for Ethics/Sunshine Law training for the board members.
3. The Liaison, with the committee chairperson, will assist in the agenda preparation and its distribution to all committee members. The committee should determine among its members how new items will be placed on the agenda.
4. The Liaison will make sure that all meetings are properly noticed in the Weekly Meeting Notices, Thursday's Neighbors Section of The Miami Herald. The meeting date, time and location, will need to be emailed to Meetings@Miamibeachfl.gov. If any questions regarding noticing cut-off date(s) check with the Office of the City Clerk.
5. The Liaison will prepare for each meeting an attendance sign-in sheet and make sure that each member and those present at the meeting, sign-in and will complete the attendance quarterly report. The Liaison will notify the Office of the City Clerk when a board member has missed 33% of the regularly scheduled committee meetings. In January of each year, the committee must vote on a chairperson and establish the meeting dates for the New Year. The Liaison must submit the quarterly attendance report to the Office of the City Clerk.
6. The Liaison is responsible for creating the meeting minutes and seeking committee approval of the minutes, via the Agenda, at the following committee meeting. The meeting minutes, at a minimum, must contain the maker of any motion, the motion, and the vote. It is important to note any member(s) who oppose the motion and any member(s) who are absent during the vote.
7. It is up to the discretion of the Liaison whether to tape the meeting or not; however, some Liaisons find it helpful in preparing the meeting minutes. If the meeting is recorded, the recording should be labeled with the committee name and the date of the meeting. The Committee Liaison is responsible for the preservation of the meeting minutes and any recordings. If the Liaison changes, it is the responsibility of the Liaison to transfer all materials to the new Liaison and notify the Office of the City Clerk that the transfer has been done.
8. The Liaison should be familiar with the Sunshine Law, the purpose of the committee, its composition, powers and duties, and the number of members needed at the

meeting to constitute a quorum. If there are any questions the Liaison should contact the Office of the City Clerk directly.

9. The Chairperson or his/her designee shall biannually submit a completed written report form, supplied by the City Administration, to the City Commission and City Manager.

If there are any questions in general, please contact the City Clerk's office.